

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
July 13, 2009

1. Director James Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Equipment/Planning Progress Report
 - c. Working Group Meeting Minutes from June 8, 2009
 - d. NIMS Subcommittee Meeting Minutes from June 9, 2009
 - e. Training and Exercise Subcommittee Meeting Minutes from June 3, 2009
 - f. FY2009 Homeland Security Grant Program Delaware Allocation Summary
 - g. Presentation on Comprehensive Assessment Survey (CAS) and State Preparedness Report
2. June 8, 2009 minutes were reviewed and approved. Motion by Jim Cubbage, second by Dwayne Day. Approved unanimously.
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Next Generation 800 MHz Enhancement (Jim Cubbage)—No report (**OPEN**)
 - 2) Interoperable Emergency Communications Grant Update (Tony Lee)—Progress report due at the end of July. (**OPEN**)
 - b. **Subcommittee Reports**
 - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
 - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
 - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
 - 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The July 1st meeting minutes will be provided. Tom Nesbella provided a report on the training and exercise programs to the Subcommittee. A draft of New Castle County's After Action Improvement Plan for the November drill has been completed. They are still waiting on the After Action Report for Kent County's March drill and the Incident Management Team's (IMT) drill. The Delaware State Police requested advanced SWAT training to be held at the Mobile Tactical Training System (MTTS) at the DSP range. The Subcommittee approved the request. The Department of Natural Resources requested rescue hoist training, which was approved. Due to concerns of the Subcommittee, they will be asking the members of the Working Group to help disseminate information on drills to Sussex County so they can participate in future drills. (**OPEN**)

- 5) NIMS Subcommittee (Jim Cubbage, Chairman) – At the June NIMS Subcommittee meeting, Mark Claveloux briefed on the first IMT drill. The second IMT drill is supposed to be scheduled for late July. A suggestion was made that the Subcommittee meet only in Oct, Mar and Jun on the second Tuesday at 2 pm to ensure participation. Also, Mr. Cubbage publicly thanked Mark Claveloux for his service to the Subcommittee. Neal Mills briefed on the NIMSCAST update. The 2009 NIMSCAST has been released. It is a compliance tool from Federal Government, which is a computer program of questions to determine if Delaware is compliant with NIMS, which is linked to our eligibility to apply for federal grants. Neal sent an email to 34 NIMS contacts around the state and will be going to state agencies to help them get through the program since there are several new Points of Contact. He followed the same process last year and it worked out well. The only change in the NIMSCAST is that implementing a training program for ICS 400 is mandatory; otherwise, the objectives are still the same. **(OPEN)**
- 6) Personnel Identification and Accountability Subcommittee (Dave Carpenter, Chairman) The Subcommittee had a teleconference with the Subcommittee members and a video teleconference with the RMAT chairmen and DTI to work out the issues with obtaining the Department of Technology and Information's (DTI's) Information Technology support. They will be setting up a meeting in the future to work with the vendor regarding the card details and format. They still need to gather the information technology support needs for mobile command vehicles. **(OPEN)**
- 7) Resource Management and Asset Tracking Subcommittee (Mayor Mooney and Allen Metheny, Co-Chairmen) – Mayor Mooney reported that the entire program cannot be supported by DEMA IT staff, so the committee chairmen had a meeting with DEMA, DTI, and Dave Carpenter to discuss resolutions. As a result of the meeting, a suggestion was made that DTI be the home location of the primary server. Since the meeting, there were concerns about loss of capability with the servers being located at DTI. Lisa Wragg added that the primary would be located at DTI and the secondary would still be located at DEMA so there would be no loss of connectivity unless there was an issue at DEMA. Director Turner clarified that the reason for the meeting was that the RMAT is using the Oracle database system, which DEMA's IT staff has no training or certification for, but DTI does. The Director's concern is putting a system at DEMA that his staff cannot technically manage. Allen Metheny added that the two Subcommittees jointly agreed to have DTI's involvement because of the need for the correct technical expertise to manage the project. DTI is currently developing a cost estimate and scope of services for the project management services. Tom Steele added that the system needs to have real time failover and that tape changing during an emergency is unacceptable. He suggested that the Subcommittee wait to move forward until the cost is determined. He has a number of questions that he has submitted in writing (provided following the attendance roster in the minutes). He is very concerned about the availability of homeland security sensitive information, real time availability, not having to worry about moving a magnetic tape to update the system in another location, not having to move people

around to operate the system, etc. Lisa Wragg confirmed that it does not matter where the primary and secondary are located because the system replication will be seamless. She also said that backup will be done on magnetic media, but this system will be replicated from the primary to the secondary site and will not be dependent on the magnetic tapes, which has been the plan all along. Mayor Mooney asked for a copy of the questions Tom Steele asked that his memorandum be included in the minutes. **(OPEN)**

- c. **Equipment Procurement Process** – Tony Lee reported that the FY06 grant was extended and asks that everyone complete open projects within that time frame to avoid requesting an extension. The FY05 grant is in its final extension and it will expire on 9/30/09. He asked the Working Group for the opportunity to capture unfunded requirements to move to FY06 so he can realign their processes within FY06. This is consistent with past process so we do not have to rush people through spending the last few dollars.

4. New Business

- a. **Funding Reallocation** – Tony Lee briefed on a reallocation request within Investment 8 for EMS to replace expiring Powered Air Purifying Respirators on the State's Medical Resource Units. A motion was presented to approve the reallocation. **Motion by: Mayor Mooney; Second by: Scott Koenig – Passed unanimously.**
- b. **Fiscal Year 2009 Homeland Security Grant Program Allocation Process** – Tony Lee reported that DEMA received the allocation for the FY09 HSGP last month. Adjusting for M&A and LE Planning and IED minimums, there is \$6.3 million available so a reduction of \$137,255.00 is needed to align with the allocation. The following reductions were made to align the requested amounts with the allocated amount:
- Kurt Reuther requested to reduce Law Enforcement's project to support NSSE events by \$39,963.00, which fully aligned the LE Discipline's funding.
 - Scott Koenig requested to delete the Ver-Mac sign board line item, which is a \$19,950.00 reduction for Public Works.
 - Tim Cooper requested to reduce the Replacement of MRU Items by \$20,000.00 for EMS.
 - Ellen Mallenfant requested to reduce the \$100,000.00 maintenance line for Hazmat by \$10,000.
 - Dave Carpenter requested to reduce the Responder Identification line by \$30,000.00 for EMA.
 - Lisa Wragg requested to reduce the Security Clearance line by \$10,000.00 for Cyber Security.
 - Dave Roberts requested to reduce the Infrastructure Protection project by \$7,342.00 for PSC.

This funding solution balances the grant. A motion was made to approve the final allocations and incorporate within the ISIP. **Motion by: Mayor Mooney; Second by: Dave Carpenter. Passed unanimously.**

A request was made to include the final spreadsheet final in the minutes (following the attendance roster).

Tony Lee advised that DEMA has not received the award yet so there is nothing due from the disciplines at this time. There is an official document that will be here later this month and when it arrives, it will be sent out to the disciplines.

c. Comprehensive Assessment Survey (CAS) and State Preparedness Report Brief

Tony Lee provided a briefing on the CAS and SPR. Below is a summary of the presentation:

- The SPR is part of the Comprehensive Assessment Survey.
 - It is the primary mechanism for FEMA to solicit capabilities based data.
 - It's a web based data collection tool and has same feel/format as NIMSCAST because it's on the NIMSCAST platform.
 - It will utilize the TCL v 2.0, 37 Target Capabilities.
 - We will have to provide a level of performance for each TCL.
 - The timeframe for entering in the data is September to December, with the final report due to FEMA in January.
 - The assessment is focused on the level of effort needed to achieve the identified capability activities.
 - There will be a designated coordinator, DEMA's WMD Section, who will be soliciting information from the end users.
 - Participants will need to self-assess levels of performance for each TCL.
 - The data analysis will be incorporated within the National Preparedness Report and other preparedness reports.
 - There is a new type of thinking because what it tells us is that not all states addressed all 37 targets and that they were addressed at different levels. It's a new way of looking at the process.
 - This isn't a grading process; even though it appears that way.
 - Some of the benefits is that it helps FEMA Programs and provides a clear local picture of statewide preparedness levels and justifies preparedness investments.
 - FEMA is trying to create a one stop shop for all of the assessments—NIMSCAST, C2C, GAP, etc.
 - The SPR is a broad perspective—looking at state as a whole and is based on federal fiscal year.

- Delaware is one of 18 state chosen to be part of the pilot for the C2C.
 - It localizes the SPR capability assessment towards the HSGP.
 - It will take the BSIR and evaluate the projects to assist with grant policy and management decisions.
 - Tony will be participating in a C2C Workshop July 14-17 in Washington, D.C.
 - Pilot implementation will be in August and September.
 - DEMA planners will be working with the Subject Matter Experts (SMEs) in each Discipline to try to develop the process.
 - The C2C will help the Disciplines focus on local management processes and decision making.

d. **Open to Floor**

- 1) Mark Davis provided copies of the Agricultural Radiological Emergency brochure to members of the Working Group.

5. The meeting adjourned at 2:49 pm.

6. **Next Meeting –September 14, 2009, 1:30 p.m. – DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group

Meeting Attendance Roster

July 13, 2009

NAME	AGENCY
Voting Members	
James Turner	Chairman
Dallas Wingate	DE National Guard
Mayor Robert Mooney	Delaware League of Local Governments
Jim Cabbage	DE Volunteer Firemen's Association
Robert Coupe	Delaware State Police
Kurt Reuther	Police Chiefs Council Representative
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Scott Koenig	Public Works
Suzanne Raab-Long	DE Healthcare Association
Absent	DHSS, Division of Public Health
Ellen Mallenfant	DNREC
Dave Roberts	Public Safety Communications
Tim Cooper	Emergency Medical Services
Lisa Wragg	Cyber Security/Information Technology
Mark Davis	Department of Agriculture
Robert George	Citizens Corps
Working Group Members & Guests	
Tom Ellis	Department of Justice
James Wright	Delaware Courts
Jim Weldin	Delaware League of Local Governments
Dwayne Day	DelDOT
Tom Steele	Department of Safety and Homeland Security
Mike Chionchio	Office of the State Fire Marshal
Allen Metheny	DE Volunteer Firemen's Association
Dave Mick	Kent County Department of Public Safety
Joe Papili	Delaware State Police
Dale Driscoll	Dover Air Force Base Fire Department
Sgt. Brown	Dover Air Force Base Fire Department
Robert Stuart	Sussex County EMS
Robert Prettyman	US Attorney's Office
Delaware Emergency Management Agency Staff	
Glenn Gillespie	Deputy Director
Tony Lee	Planning Supervisor
Courtney Emerson	Planner
Jennifer Dittman	Planner
Will Hayes	Planner
Neal Mills	NIMS Coordinator
Tom Yeasted	Technical Assistance Coordinator

Letter from Tom Steele to Members of the Working Group

Ladies and Gentlemen,

The proposal before you is one of the most critical information technology and communications decisions you have been faced with over many years. Unfortunately I was unable to attend the committee meeting in which this subject came up for discussion or the following questions would have been asked. I apologize for taking your time this afternoon but I encourage you to consider the following prior to voting. Intrinsic in the decision you are being asked to make is to consolidate your homeland security information into one location without a backup facility connected in real-time for immediate access to you and others in an emergency. (The reason these systems were included in the original planning document approved through all state channels.)

Does what we are discussing today have the ability to have immediate access to information without delay. In other words has it yet been proven the changes currently under discussion have the ability to come immediately online to present you with the information you need in a timely fashion?

Several highly important questions needing to be answered prior to your making a decision are;

Will our homeland security information data be available immediately without the need to move personnel to a foreign site to provide operational capability? If they need to be moved to a foreign site how will the operators be transported there during an emergency that may congest roads and prevent rapid access to data at the very time it is needed?

If our backup data for this project (and other critical homeland systems) is located in a distant location, (Wilmington, Philadelphia) is the data being kept updated in real-time or is backup maintained via magnetic tape which is 24 hours or more day(s) behind in being current?

What priority (will or has been) assigned to our homeland security data; most critical, critical, high priority, etc.? Furthermore what is the definition of each of these classifications as they are compared to other state systems in time of a critical emergency?

Is the selection of a project manager for homeland security information one of being technical or one of ensuring the flow of information is coordinated not only within the state but also with our surrounding homeland security partners. In addition is it wise to trust the project management to someone without a background, training and time to stay abreast of changes to policy and procedures which affect our homeland security systems? Perhaps the solution would be a technical manager and a supervising applications project executive.

Respectfully, I would appreciate these questions being included in the minutes of the meeting.

Funding Summary and Minimum Funding Requirement Status			
Summary	Requested	Target	Difference
Total Project Funds	\$ 6,328,765.00	\$ 6,328,765.00	\$ -
Planning 25%	\$ 2,061,118.00	\$ 1,664,625.00	\$ (396,493.00)
Law Enforcement 25%	\$ 1,631,125.00	\$ 1,631,125.00	\$ -

Total Funding Requests by Discipline and Category							Adjustment
Discipline	Equipment	Exercise	Organization	Planning	Training	Current Total	
AG	\$ 35,000.00			\$ 377,038.00		\$ 412,038.00	\$ -
CCP				\$ 165,000.00		\$ 165,000.00	\$ -
CS	\$ 298,807.28			\$ 150,000.00	\$ -	\$ 448,807.28	\$ 10,000.00
EMA	\$ 25,000.00			\$ 706,000.00		\$ 731,000.00	\$ 30,000.00
EMS	\$ 311,240.00				\$ -	\$ 311,240.00	\$ 20,000.00
FS	\$ 656,200.00				\$ 55,000.00	\$ 711,200.00	\$ -
GA	\$ 40,000.00			\$ 218,080.00		\$ 258,080.00	\$ -
HC	\$ 52,746.00					\$ 52,746.00	\$ -
HZ	\$ 240,000.00					\$ 240,000.00	\$ 10,000.00
LE	\$ 1,043,888.00	\$ 75,000.00	\$ 10,037.00	\$ 335,000.00	\$ 95,000.00	\$ 1,558,925.00	\$ 39,963.00
PH	\$ 350,000.00			\$ 110,000.00	\$ 25,000.00	\$ 485,000.00	\$ -
PSC	\$ 290,728.72					\$ 290,728.72	\$ 7,342.00
PW	\$ 167,000.00					\$ 167,000.00	\$ 19,950.00
TE		\$ 404,000.00			\$ 93,000.00	\$ 497,000.00	\$ -
Grand Total	\$ 3,510,610.00	\$ 479,000.00	\$ 10,037.00	\$ 2,061,118.00	\$ 268,000.00	\$ 6,328,765.00	\$ 137,255.00

Funding Requests Eligible for Law Enforcement 25% Minimum						
Discipline	Equipment	Exercise	Organization	Planning	Training	Grand Total
FS	\$ 72,200.00				\$ -	\$ 72,200.00
LE	\$ 1,043,888.00	\$ 75,000.00	\$ 10,037.00	\$ 335,000.00	\$ 95,000.00	\$ 1,558,925.00
Grand Total	\$ 1,116,088.00	\$ 75,000.00	\$ 10,037.00	\$ 335,000.00	\$ 95,000.00	\$ 1,631,125.00